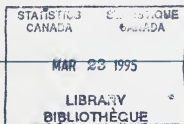


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c.1**NOT FOR LOAN
NE S'EMPRUNTE PAS**

Procedures Manual

Early Enumeration Areas



GUIDELINES FOR INTERVIEWING

1. Introduce yourself as the Census Representative at each household.
2. Interview a responsible person in the household.
3. Do not carry out the interview in front of non-household members. Explain that census information is confidential.
4. It may be helpful to give the respondent a blank questionnaire with which to follow along.
5. Complete Steps 1 through 9 and Question 1.
6. After question 1, complete the questions for each person and for the dwelling.
7. Read the questions exactly as worded, including examples and categories and follow all Go to instructions.
8. For questions with instructions to mark as many circles as applicable, be sure to read the complete list of answer categories.
9. Record the answers as they are given by the respondent in the appropriate question.
10. Do not interrupt the respondent before he/she has finished, even if he/she hesitates. (This hesitation may simply mean that the respondent is trying to recollect some facts.)
11. Do not start recording information until the respondent has finished his/her answer.
12. At times you may feel that the respondent's answer is doubtful. Make sure that he/she understands the question, but be very careful not to antagonize the respondent by questioning his/her answer.
13. Thank the respondent for his/her time when you have completed the interview.

POINTS TO REMEMBER

1. Refer to the 1991 Census Guide Form 98 and the Supplementary Questionnaire Content Explanations in Chapter VI to help you complete each question of the questionnaire.
2. For a question divided into parts, all applicable parts are to be asked.
3. Parents (or other adults) can provide answers for persons too young to respond or persons unable to respond.
4. The number of persons listed in Question 1 must be the same as the number in Step 5.
5. For Questions 20 to 45, answers are to be obtained only for persons 15 and older.
6. For Questions H1 to H8, if there is more than one questionnaire for a household, these questions need only be answered on the first questionnaire.

* 61800

1991 Census of Canada

Form 42B

**Procedures Manual
Early Enumeration Areas**

FOREWORD

The Canadian census, a national stock-taking of population, housing and agriculture, is of the utmost importance. It is taken to obtain statistical information which provides the basis for many important planning decisions made by the general public, native peoples' organizations, businesses and governments.

The success of the 1991 Census largely depends on you because you will collect the basic facts from which the census compilations are made. I count on you to perform your duties efficiently and effectively.

In order for you to do this, you must learn and use the procedures in this manual.

Good luck in what will be a challenging assignment! I hope that you will enjoy your work and find it interesting and rewarding.

The Chief Statistician of Canada.

TABLE OF CONTENTS

	Page
I GENERAL	
A. What is the Census?.....	1
B. Your Responsibility as a Census Representative....	1
C. Your Manual.....	1
D. Quality Control of Your Work.....	2
E. Confidentiality and Security.....	2
F. Observers.....	3
G. Official Languages Act and the Census.....	3
H. Public Communications.....	3
I. Collective Dwellings.....	4
J. Agricultural Operators and Agricultural Holdings..	4
K. Questions Frequently Asked by Respondents.....	5
II DEFINITIONS AND FORMS	
A. Basic Procedural Definitions.....	9
B. Enumeration Forms and Their Purpose.....	14
III GENERAL DUTIES AND PROCEDURES	
A. Duties Before Enumeration.....	16
B. Mapping Instructions.....	16
C. Procedures for Canvassing Your EA.....	20
D. Procedures for Approaching a Household.....	20
E. Procedures for the Completion of the Visitation Record.....	21
F. Completion Status Reports.....	22
IV PRIVATE DWELLING PROCEDURES	
A. Occupied Private Dwelling Procedures.....	23
B. Unoccupied Private Dwelling Procedures.....	25
C. Special Cases.....	27
1. Absent Household.....	27
2. Absent Individual.....	27
3. Dwelling Under Construction.....	28
4. Dwelling Under Renovation or Conversion.....	29
5. Dwelling Considered Marginal.....	30
6. Foreign Resident.....	31
7. Language Problems.....	32
8. Missed Dwelling.....	32
9. Refusal.....	32
10. Request to Mail the Questionnaire.....	34
11. Temporary Resident or Visitor.....	34

TABLE OF CONTENTS - concluded

	Page
V FINALIZATION OF YOUR ASSIGNMENT	
A. Checking of your Completed Work.....	36
B. Visitation Record Entries.....	36
C. Assembly and Packaging of Your Completed EA Assignment.....	36
D. Packing of Your EA Box.....	37
E. Disposal of Other Enumeration Material.....	38
F. Return of Material to Your Supervisor.....	38
VI ADDITIONAL QUESTIONNAIRE CONTENT EXPLANATIONS.....	39
APPENDIX A - Statistics Act.....	50
APPENDIX B - Procedures for Missing Population Questionnaires and Partial Refusal Cases.....	52
APPENDIX C - Question 45 - Supplementary Instructions.....	54
APPENDIX D - Collective Dwelling Reference Sheet.....	56
APPENDIX E - Quality Checks (Before Leaving Community)....	57

I GENERAL

A. What is the Census?

It is Canada's official counting of population, dwellings and farms. It is like a photograph of the country every five years at one specific point in time.

B. Your Responsibility as a Census Representative

It is your responsibility to ensure that a Population Questionnaire, Form 2D, is completed by interview for each private dwelling within your Enumeration Area (EA). It is also your responsibility to ensure you identify any agricultural operators, agricultural land and collective dwellings in your EA. You are required to perform these tasks in accordance with the procedures outlined in this manual.

It is important that you encourage the co-operation of the people who live in your enumeration area and that you promote the value of the census to them.

C. Your Manual

This manual contains the information, procedures, questionnaire content, explanations and definitions which you will require to enumerate.

Since the **STANDARD APPLICATION** of these procedures is very important for the collection of good data, you must become familiar with this manual and learn how to use it.

Your responsibilities have been grouped in the manual as follows:

- Guidelines for interviewing and points to remember;
- Chapter I contains background information and general procedures;
- Chapter II gives census definitions and describes the census forms;
- Chapter III contains general duties and procedures;
- Chapter IV describes procedures for private dwellings;
- Chapter V describes how to check and package your assignment;

- Chapter VI is a reference chapter that covers supplementary questionnaire content explanations;
- Appendix A describes the sections of the Statistics Act which apply to enumeration;
- Appendix B describes procedures for missing population questionnaires and partial refusal cases;
- Appendix C describes how to use the Income Tax Return to complete Question 45;
- Appendix D is a reference sheet for collective dwellings;
- Appendix E describes quality checks to be applied by you.

D. Quality Control of Your Work

To ensure uniform quality of data and maximum coverage, it is necessary that your work be checked. Your supervisor will perform regular checks on your work and will do a final check of your completed assignment.

Following your supervisor's check, your work will also be checked by a quality control technician.

E. Confidentiality and Security

During and after enumeration be careful not to reveal information to anyone other than the respondent.

Canadians are exercising the rights granted under the Access to Information Act and the Privacy Act in expecting the federal government to keep personal information strictly confidential. This makes your job that much more important.

How do you, when collecting information, maintain the respondent's trust? First by conducting yourself in a professional manner when you meet respondents; and secondly, by ensuring that all information you collect is kept confidential. Remember, you are not only a person working on the census, you are also a respondent.

The Statistics Act provides that all information collected by the census be kept confidential. By law, Statistics Canada may not divulge any information regarding an individual to any person, business, agency or other department of the government. **This also applies directly to you.** Disclosure of any information obtained under this Act is an offence and any person found guilty of this offence is liable on summary conviction to a fine not exceeding \$1,000 or to imprisonment

for a term not exceeding six months or to both (see Appendix A, section 17 and section 30).

The security of all completed questionnaires and census material is your responsibility. At home, ensure that no one, including members of your family, has access to completed questionnaires or other material. During enumeration, if you have completed questionnaires or other census material in your car, keep them locked in the trunk, or if not possible out of view. Follow the DO's and DO NOT's listed on the back cover of this manual.

Observers

A great deal of interest is shown in the census of Canada by Statistics Canada officials, by officials in other levels of government and by officials of foreign countries. These officials are interested in those phases of the operation which relate to their work. An observer program has been set up to provide an opportunity for these officials to see census procedures in practice and to evaluate their effectiveness and impact.

Your supervisor will inform you if and when you are to be accompanied by an observer and the procedures you will be required to follow.

Official Languages Act and the Census

The Official Languages Act ensures all residents of Canada are able to communicate with and receive service from the federal government in the official language of their choice: English and French.

Statistics Canada offers service to Canadian householders in both official languages.

Procedures have been established to ensure choice of service to all Canadians during the census. If you are unable to communicate with the householder in his/her preferred official language, show him/her the "Recensement par interview - Au membre responsable du ménage" statement found on the inside back cover of the VR.

Public Communications

A communications program has been prepared to inform northern communities about the census. This program is designed to support your efforts when you make personal contact with your respondents.

The 1991 Census Guide (Form 9B) contains an explanation of why each question is asked. In addition, the Supplementary Questionnaire Content Explanations in Chapter VI are to be used to assist you in asking and obtaining responses to questions.

I. Collective Dwellings

Refer to the definition of a collective dwelling on page 10, item 9(b).

1. List of Collective Dwellings in EA, Form 7A

When enumerating your EA, determine if additional collective dwellings exist within your enumeration area that are not listed on the Form 7A. If you discover new collective dwellings, add them to your list and contact your supervisor. Appendix D is a list of the types of collective dwellings.

2. Enumeration

- (a) Your supervisor will inform you whether you will do the enumeration and what procedures to follow.
- (b) If you do NOT have any collective dwellings in your EA, indicate this on the Form 7A and place it in the pocket of your Visitation Record.

J. Agricultural Operators and Agricultural Holdings

Operators are those persons responsible for the day-to-day decisions made in the operation of an agricultural holding.

An **agricultural holding** is defined as a farm, ranch or other agricultural holding. There do not have to be sales in the past twelve months, but there must be the intent of sales in the next twelve months.

For the Yukon and the Northwest Territories consider the following to be agricultural holdings in addition to those activities described in the agricultural definitions on page 9 of this manual:

- harvesting, ranching or herding of animals (e.g. musk-ox, elk, reindeer, bison, etc.);
- harvesting of plants and seeds - indigenous or wild (e.g., cloudberry, high and low bush cranberries, forage seeds, trees and shrubs, fireweed seeds, other wildflower seeds, etc.);

- breeding of sled dogs (e.g. Siberian Huskies, Alaskan Malamutes, etc.);
- outfitting operations (e.g., horses, etc.).

1. Entries in the Visitation Record

- (a) Identify agricultural operators in your EA by completing Column 9 of Section 1 of the Visitation Record.
- (b) Enter in Section IV of the Visitation Record the location of any agricultural land in your EA on which no operator lives.
- (c) Inform your supervisor of any agricultural operators or agricultural land in your EA.

K. Questions Frequently Asked by Respondents

1. Legal Requirements

Why do we need to take a census?

Answer: Official counts are needed to administer various federal and provincial laws. These laws need census information to carry out existing economic and social programs and to plan for new ones.

2. Invasion of Privacy

- (a) **Is this information not already available from other government records?**

Answer: No. While some information is available from the records of other departments, it is not complete and would not provide reliable statistics on a national scale. Most other government records do not account for all persons and all households in Canada; however the census does.

- (b) **Why do you need all this personal information?**

Answer: Information obtained with respect to each person is made into statistics which reflect economic, social and cultural conditions throughout Canada, not only as of Census Day but as they change from census to census. The questions asked provide data for forming statistics only. The data cannot be identified with individuals.

3. Confidentiality

- (a) How do I know that information I provide on my questionnaire will be kept confidential?

Answer: The Statistics Act requires that information about individuals be protected. The Statistics Act ensures that only employees who have been sworn to secrecy can see individual information. Penalties for employees who breach the Act include both fines and imprisonment. Special security measures are enforced throughout the collection process to protect your information. No one outside of Statistics Canada will have access to individual records at any time or under any authority - not other government agencies or departments, not even the RCMP.

- (b) Why do you need persons' names as well as an address on the questionnaire?

Answer: Names and address are required to make sure that no one is missed in taking the census and that no one is counted twice.

Names and street addresses are not included in the statistical tabulation of the data from the questionnaire.

- (c) What happens to my questionnaire after it is completed?

Answer: After your census questionnaire is completed, it is checked for completeness and then given to my supervisor to be forwarded to the regional processing centre in your area. From there it is shipped to Statistics Canada head office in Ottawa, where the questionnaires will be retained in secure storage until they are destroyed.

- (d) Who has access to these questionnaires?

Answer: Only employees sworn to secrecy under the Statistics Act will have access to your questionnaire.

4. Uses of Census Data

What use is made of census data?

Answer: Business and government use census data extensively in the development of their plans and policies. Here are some of the many ways in which census information is used:

The federal government uses census data to determine how many members of Parliament are needed to adequately represent Canadians in the House of Commons.

In monetary terms, each person counted is reflected in annual transfer payments from the federal government to the provinces and the territories.

Communities plan to open or close schools according to the number of children in certain age groups.

Government departments must know the age trends of the population to estimate future demands of family allowances and old age security pensions.

Life insurance companies base their premium tables on census age data.

Planning for community needs such as roads, waterworks and fire protection is assisted by census information on population growth and movement.

Farmers and farm organizations depend on the census for measures of conditions and changes in agriculture.

Educational authorities, teachers and others use census information on education in planning educational and research programs.

Town planners, social welfare workers, and other government agencies need information on housing, households and families provided by the census to draw up their plans and estimate future needs.

Manufacturers of household and farm equipment are guided by census data in deciding what kind and quality of products to manufacture and where to sell them.

For aboriginal peoples, this census will provide information important to the on-going administration of the band. The population figures alone will help the band establish a rate of growth and project future needs. It will tell how many school age children there are, what labour activity the people of the band are involved in, how adequate the housing is and the present education levels of band members. By comparing data from previous censuses, the band can measure the relative well-being of its people and trends in the retention and use of native languages.

5. Census Procedures

- (a) Which member of the household should provide answers to complete the questionnaire?**

Answer: Population Questionnaire - Any adult member, or members together, with good knowledge of the information that is required.

- (b) Can I give you my answers in private so no one else hears?**

Answer: Yes, I will record your answers in private.

II DEFINITIONS AND FORMS

A. Basic Procedural Definitions

1. **Absent Household** is a household in which there is no member at home.
2. **Absent Individual** is a member of a household who is not at home.
3. **Agricultural Holding** is defined as a farm, ranch or other agricultural holding (other agricultural holdings include, for example feedlots, greenhouses, mushroom houses, nurseries, fur farms and beekeeping, sod, berry and maple syrup operations). There do not have to be sales in the past twelve months but there must be the intent of sales in the next twelve months.
4. **Agricultural Products** include any of the following:
 - field crops;
 - tree fruits, berries or grapes;
 - vegetables;
 - seed;
 - livestock (cattle, sheep, pigs, horses, goats, rabbits, etc.);
 - poultry (hens, chickens, turkeys, ducks, geese, etc.);
 - animal products (milk, cream, eggs, wool, furs, etc.);
 - other agricultural products (greenhouse or nursery products, mushrooms, sod, honey, maple syrup products, etc.).

Note: For the Yukon and Northwest Territories, products from the activities described on page 4 are also included.

5. **Canvasser Enumeration** is a method of enumeration whereby a census representative enumerates each household and/or each agricultural operator by interview.

6. **Census** is an official count of population and recording of age, sex, marital status, mother tongue, etc., of each resident of Canada. It is also an official accounting of the agricultural resources used for agricultural production in Canada.
7. **Census Commissioner District (CCD)** is an area for which a census commissioner is responsible. It is comprised of a group of enumeration areas within a federal electoral district (FED).
8. **Census Day** is the day you enumerate or midnight of the day before.
9. **Dwelling** is a set of living quarters in which a person or group of persons resides or could reside.
 - (a) **Private dwelling** is a separate set of living quarters with a private entrance either from outside or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of someone else. The dwelling must meet the three conditions necessary for year-round use:
 - (i) a source of heat or power (as evidenced by chimneys, power lines, oil or gas pipes or meters, generators, woodpiles, electric lights, solar heating panels, etc.);
 - (ii) access to a source of drinking-water throughout the year (as evidenced by faucets, drain-pipes, wells, water pumps, etc.);
 - (iii) an enclosed space that provides shelter from the elements (as evidenced by complete and enclosed walls and roof, and by doors and windows that provide protection from wind, rain, and snow).
 - (b) **Collective dwelling** is a dwelling of a commercial, institutional or communal nature. It may be identified by a sign on the premises or by speaking with the person in charge, a resident, a neighbour, etc. Included are lodging- or rooming-houses, campgrounds, hotels, motels, tourist homes, nursing homes, hospitals, staff residences, work camps, jails, missions, group homes, and so on.

- (c) **Marginal dwelling** is a private dwelling which, because it was not built, maintained or converted for year-round use, does not meet all three of the conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water, and shelter from the elements. Structures such as non-winterized cottages, cabins, tents and garages are considered marginal dwellings. Marginal dwellings must be occupied to be included in the census.
- (d) **Dwelling under construction** is a new dwelling which because it is not yet complete, does not meet all three of the conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water, and shelter from the elements. Dwellings under construction must be occupied in order to be included in the census.

Note: A dwelling is considered complete when services such as electricity, plumbing, water, etc., have been connected and the structural parts such as doors, windows, roof and walls have been installed.

- (e) **Dwelling under renovation or conversion** is a dwelling which, because it is undergoing extensive renovation or conversion work (an example of conversion would be from a trailer to a permanent single dwelling), does not meet all three of the conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water, and shelter from the elements. Dwellings under renovation or conversion must be occupied in order to be included in the census.

Note: A dwelling should not be regarded as under renovation or conversion if it is unsuitable for only a few days, for example, while new windows are being installed or while awaiting approval for new electrical wiring prior to its hook-up.

- (f) **Unoccupied private dwelling** is a private dwelling which meets all three of the conditions necessary for year-round occupancy (a source of heat or power, year-round access to drinking water, and shelter from the elements), but in which no person or group of persons is residing.

10. **Enumeration Area (EA)** is a geographic area for which a census representative is responsible.
11. **Federal Electoral District (FED)** is a geographic area defined by an act of the federal Parliament to elect one representative to the House of Commons; the census uses it for field administrative purposes. It is subdivided into census commissioner districts for field collection of census data.
12. **Foreign Resident** is a resident of another country visiting in Canada temporarily.

Note: Do not confuse foreign residents with persons who have Canadian landed immigrant status, persons in Canada holding student authorizations, employment authorizations, Minister's permits, or refugee claimants. These persons are to be considered as usual residents of Canada.

13. **Household** consists of a person or group of persons occupying one dwelling. It **usually** consists of a family group. However, it may consist of two or more families sharing a dwelling, a group of unrelated persons or one person living alone.
14. **Household Number** is a three-digit identification number (obtained from Column 2 of the Visitation Record) which is assigned to each dwelling in an EA.
15. **Indian Band or First Nation** refers to the name of the Indian Band or First Nation to which a person belongs. In most cases it will be the name of the Indian Band on whose reserve or settlement the person is living.
16. **Indian Reserve** refers to land set aside for the use and benefit of an Indian Band and subject to the terms of the Indian Act. It is excluded from local jurisdiction and is administered by Indian and Northern Affairs Canada.
17. **Indian Settlement** refers to a place where a self-contained group of at least 10 Indian people reside more or less permanently. Indian settlements are usually located on Crown lands and are under federal or provincial jurisdiction.
18. **Municipality** is an area which has a legal name, legal boundaries and is incorporated under a provincial act.

19. **Operators** are those persons responsible for the day-to-day decisions made in the operation of an agricultural holding.
20. **Person 1** is one of the following persons:
 - (a) either the husband or the wife, or common-law partner of a couple living together; or
 - (b) the parent, where one parent only lives with his or her never-married son(s) or daughter(s); or
 - (c) if neither of the above applies, any adult living in the dwelling.
21. **Refusal** is any **face-to-face** indication of non-cooperation on the part of a householder to supply information required to complete the questionnaire (Form 2D).
 - (a) **Partial refusal** is any face-to-face situation in which the householder refuses to provide the information required to complete any of Questions 2 through H8.
 - (b) **Total refusal for Population Questionnaire (Form 2D)** is any face-to-face situation in which the householder will not supply information required to complete the questionnaire beyond Question 1.
22. **Respondent** is the person who provides the information to the Census Representative to complete the questionnaire.
23. **Temporary Resident** is a person who stayed in a dwelling in your EA overnight (i.e., the night before you enumerate) but who has a usual place of residence elsewhere in Canada.
24. **Unincorporated Place** is a cluster of five or more permanently occupied dwellings locally known by a specific name, but not having a local government.
25. **Usual Resident** is any person who usually lives in a dwelling in your EA, including anyone temporarily away. Also included is any person staying or visiting in your EA who does not have a usual place of residence elsewhere in Canada. Foreign residents are not included as usual residents.
26. **Verification Number (VN)** is a single digit that is used to validate the capture of the PROV, FED and EA numbers in the processing operation.

B. Enumeration Forms and Their Purpose

1. **Form 1 - Visitation Record (VR)** is used to list every private dwelling (occupied and unoccupied) in your enumeration area. Its purposes are: to establish an address listing for your control purposes and to maintain a check for you and your supervisor.
2. **Form 1B - Notice of Census Representative's Call** is used to notify the householder of your visit in his/her absence and to indicate the date and time of your next visit. Its purpose is to reduce the number of return visits.
3. **Form 2D - Population Questionnaire** is used to enumerate all households in your enumeration area. This form is also used for the enumeration of collective dwellings and to identify all unoccupied dwellings within your enumeration area.
4. **Form 3 - Individual Census Questionnaire** is used to enumerate all temporary residents, to obtain incomplete information on absent individuals who cannot be contacted personally when you call. It is also used to enumerate usual and temporary residents of some collective dwellings.
5. **Form 4A - Missing Questionnaire Card** is used to identify those households or operators of agricultural holdings who:
 - (a) were not at home for the duration of the census period;
 - (b) refused to supply information to complete their questionnaire (Form 2D);
 - (c) wish to return the questionnaire by mail.
6. **Form 4B - Incomplete Questionnaire Card** is used to identify partial refusal cases.
7. **Form 6 - Agriculture Questionnaire** is used to identify and enumerate the operator of every agricultural holding and all his/her associated land.

8. **Form 7A - List of Collective Dwellings in EA** is used to identify each collective dwelling by name, address and code.
9. **Form 9B - 1991 Census Guide** has been prepared to help fill out the general population questionnaire, Form 2B. It may also be used in some cases to provide answers to questions about the Form 2D and to answer questions that may be asked about the census.

III GENERAL DUTIES AND PROCEDURES

A. Duties Before Enumeration

These are the duties you will perform before enumerating.

1. Study your manual carefully.
2. STAMP the Province (PROV), Federal Electoral District (FED), enumeration area (EA) and Verification number (VN) on each Population Questionnaire (Form 2D) in the spaces provided on the front of the questionnaire.
3. STAMP the PROV, FED, EA AND VN numbers on six individual census questionnaires (Forms 3) and on the Form 3E envelopes for use when necessary at private dwellings.
4. Ensure that your carrying case contains the following:
 - (a) your Procedures Manual, Form 42B;
 - (b) Visitation Record (VR), Form 1, and a black pen;
 - (c) Notices of Census Representative's Call, Forms 1B;
 - (d) EA map;
 - (e) population questionnaires, Forms 2D;
 - (f) individual census questionnaires, Forms 3;
 - (g) missing questionnaire cards, Forms 4A;
 - (h) incomplete questionnaire cards, Forms 4B; and
 - (i) 1991 Census Guide, Form 9B.

B. Mapping Instructions

1. How to Read Your Map











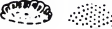


- (a) Direction - North

The top of your map always points north unless otherwise indicated.

- (b) Landscape Symbols and Scale

- (i) The main landscape features are indicated by symbols on most maps. If you use these symbols, you can determine your location within your EA by picking out landmarks (railways,


churches, schools) along a road and comparing those landmarks to the symbols on your map. The most important symbols are:

Roads		Cemetery	
Railways		Buildings	
Stream, ditch		House	
Power line		Barn	
Telephone lines		School	
Quarry, sand pit		Church	
		Post Office	

(c) Map Legend

The following map legend symbols will appear on your EA map.

 EA Number

 Block Number

Note: Block numbers are not common but numbered blocks may appear on your map. If your map has block numbers, follow the instructions in Section I of the VR.

2. Planning Your Enumeration Route

Ensure you understand the boundaries of your EA.

(a) General

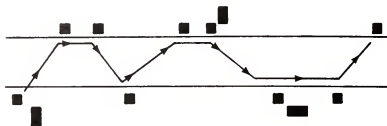
- (i) The boundary of your EA is outlined on your map with a purple line. Never change your boundaries or enumerate outside the purple line.
- (ii) Where a road or street forms the boundary between two EAs, only the dwellings on the side of the road or street within the boundary of your EA are your responsibility.

(b) Route Plan

Plan your route to cover all roads without excessive travel.

- (i) Start your route at one corner of your EA, if possible.

- (ii) In typical rural areas, canvass both sides of each road, crossing back and forth as you come to each dwelling, but remain within your EA.



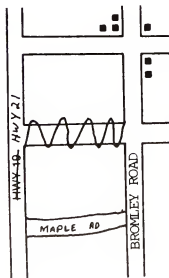
- (iii) In built-up rural areas, canvass one side of the road, then the other.



3. How to Complete Your Map

One of your major responsibilities during enumeration is to complete your map. When an error, omission or deletion is discovered, correct your map.

The following diagram illustrates how you are to correct your map and shows examples of the entries you are to make:



- (a) If there is a new road or highway not shown on your map, draw it in and enter its name (e.g., Maple Rd.).
- (b) If a road or highway no longer exists, draw a wavy line through it.
- (c) Cross out with a straight line, names of roads or highways which have changed and enter the new names (e.g., Hwy 19 to Hwy 21).
- (d) If you are required to make too many changes to your map, redraw it.

When redrawing your map, show the most important features, that is roads, railways, etc. and enter the PROV, FED AND EA numbers.

Please return your redrawn map with the original map in the pocket of the Visitation Record.

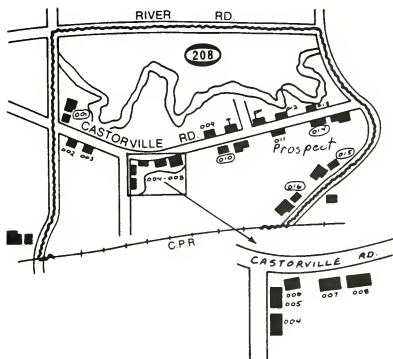
4. Map Entries

- (a) Make any necessary corrections according to the instructions in point 3 above.
- (b) Enter the household number (the number from Column 2 of the Visitation Record) on your map as close to the location of each dwelling as possible.

Note: Household numbers need not be entered for urban area maps.

- (c) If you have a group of dwellings together and there is not enough room to enter all household numbers:
 - (i) enter the household number of the first and last households in the group;
 - (ii) enclose the group of households within a square on the map;
 - (iii) sketch at the bottom of the map, a map of the enclosed area identifying each household by its household number.

Illustration 1 - Examples of Map Entries



C. Procedures for Canvassing Your EA

1. Use your planned enumeration route to find and visit every dwelling in your enumeration area. If you have difficulty determining your EA boundaries, contact your supervisor. As you enumerate, mark your route using arrows (> > >).
2. Examine every building from the outside for signs of a dwelling or additional dwellings within (e.g., electrical wires, side entrances, stairs at rear). By following this procedure you can help reduce the possibility of people or dwellings being missed.
3. Ask at stores, garages, restaurants, schools, churches, etc., to determine whether there might be living quarters within, above or behind.

Note: If enumerating an Indian settlement, ask for help at the band office, if there is one.

4. Look for telephone wires, trails, mailboxes, etc., which may lead you to a dwelling not visible from the road.
5. Talk to neighbours to identify dwellings.

D. Procedures for Approaching a Household

The people in your enumeration area may or may not know about the census. The success of your visit may depend upon how you approach each household.

1. Be polite and friendly.
2. Introduce yourself as the Census Representative and show your identification card.
3. Inform the householder that the purpose of your visit is to obtain a completed census questionnaire and that it will not take very long.
4. If the householder indicates it is not possible at the time of your visit (e.g., mealtime or when there are visitors present):
 - (a) arrange to return at another time;
 - (b) enter the name and address of the householder in your Visitation Record and note the time to call back in Column 20 (Remarks) of Section I of the VR;

- (c) return at the time noted to complete the questionnaire.

E. Procedures for the Completion of the Visitation Record

The instructions for completing the Visitation Record are found on its inside front cover and first page. Special instructions for canvasser areas are included.

1. There are five sections in the Visitation Record.
 - (a) Section I is used to list occupied private dwellings and each operator of an agricultural holding who lives in your EA.

Private dwellings are to be listed in the Visitation Record as they are encountered following your enumeration route plan.
 - (b) Section II is used to list unoccupied private dwellings.
 - (c) Sections III to V are used for the enumeration of collective dwellings and agricultural holdings (you are not to make entries in these sections unless you are instructed to do so by your supervisor).
2. If you have to delete a line or part of a line in the VR because of an error, draw a line through the incorrect information and correct it as neatly as possible **on the same line**.
3. When making entries in the VR, a black pen is to be used. Ensure that your entries are legible.
4. If your map has block numbers, be sure to enter them in Column 1 of the VR.
5. If your map is for an unincorporated place, be sure to enter the name of the unincorporated place in Column 1 of the VR.

Note: If confusion exists as to whether you are to list the dwelling or in what section to list the dwelling, consult your supervisor.

F. Completion Status Reports

1. Purpose of the Reports

The completion status reports keep your supervisor and census management up to date on your progress. In order for these reports to be useful, you must complete them accurately and at the times specified.

Each day, you will report to your supervisor the number of questionnaires completed, the number of hours worked and the expenses incurred.

IV PRIVATE DWELLING PROCEDURES

A. Occupied Private Dwelling Procedures

An occupied private dwelling is a dwelling in which a person or group of persons resides (e.g., a family or group of individuals). Examples are: a single house, an apartment, a row house, a trailer.

Follow the procedures below when you are enumerating these dwellings.

1. Attempt to make contact at each dwelling.

IF CONTACT IS MADE

2. Introduce yourself and show your identification card.
3. Complete Columns 1 to 9 of the VR.
4. Complete the identification entries on the front of the 2D questionnaire (see Illustration B).

Illustration B - Example of Completed Form 2D Identification Entries

CONFIDENTIAL WHEN COMPLETED

This information is collected under the authority of the Statistics Act (R.S.C. 1985, c. S19) and must be provided by law

OFFICE USE ONLY	Prov 61	FED No 002	EA No 003	VN 5	2D	1
	Hhid No 001	Form type 7	No. of persons 1	Quest No 1 of 1		
					<input checked="" type="checkbox"/> TD 2 <input type="checkbox"/> M 4 <input type="checkbox"/> FR <input type="checkbox"/> UD 3 <input type="checkbox"/> DC 5 <input type="checkbox"/> TR	2

- (a) Enter the household number from Column 2 of the VR and the address of the householder in Step 1 of the questionnaire.
- (b) Determine the dwelling type code and enter it in the "TD" box on the front of the questionnaire. (Refer to the back of the Visitation Record for the dwelling type code.)

Note: If you consider a dwelling to be marginal, mark an "X" in the "M" box. If the dwelling is under construction or renovation, mark an "X" in the "DC" box.

- (c) Determine if the household contains more than six members. If it does:
 - (i) number the questionnaires (for example 1 of 2, 2 of 2) in the box entitled "Quest. No.";
 - (ii) complete the identification entries and Step 1 on the additional questionnaire(s);
 - (iii) delete the answer spaces for Person 1 on even numbered pages 4 to 24 on the additional questionnaire(s) by drawing a diagonal line through the response areas;
 - (iv) change the person numbers on the additional questionnaire(s). For example on a second questionnaire, person numbers 2 to 6 would be changed to 7 to 11;
 - (v) Draw a diagonal line through the response areas for Steps 2 to 9 on pages 2 and 3, and for Questions H1 to H8 on pages 26 and 27 of the additional questionnaire(s).
- 5. Give the respondent a questionnaire to follow as you conduct the interview, if you think this will help.
- 6. Complete the questionnaire by interview. Remember the "Guidelines for Interviewing" and "Points to Remember" found on the inside front cover of this manual.
- 7. Check the questionnaire before you leave the dwelling.
 - (a) Make sure you have asked each applicable question.
 - (b) Apply the following edit:
 - Step 7 - If there are any temporary residents in the household, you must complete Questions 1 to 10 of an Individual Census Questionnaire, (Form 3), for each temporary resident and follow the procedures on page 34.
 - (c) List unanswered questions in the "Comments" section of the questionnaire. Indicate the person number (where applicable), the question number and the reason the question is unanswered.

Note: For Indian reserves or settlements you may obtain from records information for an absent household or an incomplete questionnaire. You may contact nursing stations or social services offices for the information. If you do, mark an "R" on the top right front of the questionnaire and in the top right corner of the answer space.

8. When you have completed the questionnaire, mark "X" in Column 15 or 16 (Completed households) of Section I of the Visitation Record and complete Column 14 of the VR if there are any temporary residents. Complete any remaining columns of the Visitation Record applicable to the household.
9. Ask if:
 - (a) anyone is likely to be at home at the next dwelling. If not, try to determine when they may be back;
 - (b) there are any dwellings nearby which are difficult to locate that you might miss.
10. Thank the householder and leave.

IF CONTACT IS NOT MADE

11. Try to complete Columns 1 to 9 of the VR by asking the neighbours, or your local guide.
12. Follow the absent household procedures on page 27.

B. Unoccupied Private Dwelling Procedures

Definition: An unoccupied private dwelling is a dwelling which meets all three of the conditions necessary for year-round occupancy (a source of heat or power, year-round access to drinking water and shelter from the elements) but in which no person or group of persons is determined to be residing.

Included: All dwellings which meet all three conditions necessary for year-round occupancy where it is determined no one is living.

Excluded: All unoccupied dwellings determined to be marginal, under construction or under conversion or renovation. See Section C of this chapter for the procedures concerning these dwellings.

Dwellings that are not used for residential purposes such as an apartment used as a doctor's office, as a rental office, for storage or business.

Dwellings for which the residents are temporarily absent (at work, on holiday, gone fishing, gone hunting). These dwellings are considered occupied private dwellings.

- Procedures:**
1. Determine if the dwelling is unoccupied, on the day you enumerate by referring to neighbours.
 2. If the dwelling is unoccupied:
 - (a) list the dwelling in Section II of the VR (complete Columns 1 and 3);
 - (b) complete the identification entries on a blank Form 2D (i.e. PROV, FED, EA, VN and HHLN numbers);
 - (c) enter the dwelling type code in the "TD" box on the front of the questionnaire (these codes are listed on the back cover of the VR);
 - (d) mark "X" in the "UD" box on the front of the questionnaire;
 - (e) complete the address in Step 1;
 - (f) enter the date in Column 5 of Section II of the VR;
 - (g) enter the source of the information used to confirm the dwelling as unoccupied in Column 7 of Section II of the VR.

C. Special Cases

1. Absent Household

An absent household is a household in which there is no member at home.

When you encounter an absent household, do the following:

- (a) Determine the expected time of return from neighbours and record it in Column 20 (Remarks) in Section I of your VR.
- (b) Where practical, leave a Form 1B (Notice of Census Representative's Call) indicating the time you will return. If you are contacted as a result of the Form 1B, arrange a convenient time to interview the respondent.
- (c) Make a note of the date and time of each visit to the household in Column 20 (Remarks) in Section I of your VR.
- (d) If you determine that the household will not return before you have completed enumeration in your EA, create a Form 4A. (See left side of Appendix B on page 52 of this manual.)

2. Absent Individual

An absent individual is a member of the household who is not at home.

Follow the procedures below for an absent individual:

- (a) If the individual is absent on your first visit:
 - (i) attempt to obtain the answers to questions about the individual by asking other household members;
 - (ii) if other household members cannot provide the information, establish the expected time of the individual's return. (You may leave a Form 3 questionnaire indicating the questions to be answered. On your return visit, check the answers and transfer them in private to the Form 2D for the household.)

- (b) Make as many visits as possible to complete the questionnaire, but make them at different times (morning, afternoon or evening) on different days, if possible.
- (c) Make a note of each return visit to the household to contact the individual, in Column 20 (Remarks) in Section I of your VR.
- (d) If you have been unable to contact the individual concerned, or have determined that he/she will not return before you have completed enumeration of your EA, indicate in the "Comments" section of the questionnaire that the individual is absent and which questions are unanswered.

3. Dwelling Under Construction

This is any new dwelling which is under construction but is not yet complete.

The dwelling is considered complete when services such as electricity, plumbing, water (if applicable) have been connected and the dwelling's doors, windows, roof and walls are installed.

Contact the contractor, owner, neighbours, etc., to determine if the dwelling is completed or occupied and follow the procedures in the chart below:

IF THE DWELLING IS:	THEN:
Unoccupied and under construction	Do not list the dwelling in the VR. Do not enumerate it.
Unoccupied and meets the criteria of a completed dwelling	Consider it to be an unoccupied private dwelling. List it in Section II of the VR. Follow the unoccupied private dwelling procedures on page 25.

IF THE DWELLING IS:	THEN:
Under construction but is occupied	List it in Section I of the VR. Complete Columns 1 to 9. Mark "X" in the "DC" box on the front of the Form 2D. Follow the occupied private dwelling procedures on page 23.

4. Dwelling Under Renovation or Conversion

It is a dwelling which is unsuitable for occupancy because it is undergoing extensive renovation or conversion work (e.g., from a trailer to a permanent single dwelling). That is, it does not meet all three conditions necessary for year-round occupancy (a source of heat or power, year-round access to drinking water and shelter from the elements).

A dwelling that is unsuitable for a few days while new windows are being installed or while awaiting approval for new electrical wiring should not be regarded as under renovation or conversion, but should be treated as a regular occupied private dwelling.

When you encounter a dwelling under renovation or conversion, follow the procedures in the chart below:

IF THE DWELLING IS UNSUITABLE FOR OCCUPANCY AND IS:	THEN:
Occupied	List it in Section I of the VR. Complete Columns 1 to 4, 6, 7 and 9 (if applicable). Mark "X" in the "DC" box on the front of the Form 2D. Follow the occupied private dwelling procedures on page 23.
Unoccupied	Do not list the dwelling in the VR.

5. Dwelling Considered Marginal

A marginal dwelling is a dwelling which, because it was not built, maintained or converted for year-round use, does not meet all three conditions necessary for year-round occupancy (a source of heat or power, year-round access to drinking water and shelter from the elements). Some examples are: non-winterized cabins, sheds or garages.

Check with neighbours to determine if they consider the dwelling suitable to live in.

IF THE DWELLING IS:	THEN:
Unoccupied	Do not list the dwelling.
Occupied by usual residents (household has no other usual place of residence in Canada)	<p>Mark "X" in the the "M" box on the front of the Form 2D.</p> <p>Write "Marginal" in Column 20 (Remarks) of Section I of the VR.</p> <p>Follow the occupied private dwelling procedures on page 23.</p>
Occupied only by temporary or foreign residents	<p>Mark "X" in the "M" box on the front of the Form 2D.</p> <p>Write "Marginal" in Column 20 (Remarks) of Section I of the VR.</p> <p>Follow the procedures in 6(b) on page 31 for foreign residents or 11(b) on page 35 for temporary residents.</p>

6. Foreign Resident

A foreign resident is a person who is a resident of another country visiting in Canada temporarily.

Note: Persons with Canadian landed immigrant status, persons who hold a student authorization, employment authorization, Minister's permit and refugee claimants are considered usual residents of Canada.

If foreign residents are found when enumerating, follow the procedures below:

- (a) If some, but not all members of the household are foreign residents, do not enumerate the foreign residents.
- (b) If **all** members of the household are foreign residents:
 - (i) enter the identification numbers (PROV, FED, EA, VN and household numbers) on the front of the questionnaire;
 - (ii) enter the dwelling type code on the front cover of the questionnaire in the "TD" box;
 - (iii) enter the complete address of the household in Step 1 of the questionnaire;
 - (iv) mark "X" in the "Yes" circle in Step 3 on page 2 of the questionnaire;
 - (v) make the following entries in Section I of the VR:
 - Enter "0" in Column 6 (Number of usual residents).
 - Print "foreign residents" in Column 20 (Remarks) to explain the "0" entry in Column 6.
 - Mark "X" in the appropriate column, Column 15 or 16 under Completed households.

7. Language Problems

If you are unable to enumerate a household because of a language problem, attempt to gain the householder's approval to use children or friends of the householder as interpreters and follow the procedures in the chart below:

IF:	THEN:
Interpreter is found	Follow the occupied private dwelling procedures on page 23.
Completed questionnaire cannot be obtained	List the dwelling in your VR (attempt to complete Columns 1 to 4, 6, 7, and 9 if applicable). Advise your supervisor.

8. Missed Dwelling

If you discover you have missed a dwelling, add it to your VR on the next available line, mark it on your map, and enumerate the dwelling.

9. Refusal

A refusal is any face-to-face indication on the part of a householder not to provide the information required to complete the questionnaire, Form 2D.

A total refusal is any face-to-face situation in which the householder will not supply the information required to complete the questionnaire beyond Question 1.

A partial refusal is any face-to-face situation in which the householder refuses to provide the information required to complete any of questions 2 through H8.

When you encounter a refusal, do the following:

- (a) Confirm that the person to whom you are speaking is a usual resident of the dwelling.
- (b) Ensure that the respondent knows that the objective of your visit is to obtain a completed census questionnaire.

- (c) If the householder refuses, point out that:
 - (i) the information is protected (i.e. confidential);
 - (ii) all census representatives are sworn to secrecy and are subject to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding six months or to both if they were to divulge any information and be found guilty under section 30 of the Statistics Act (see Appendix A).
- (d) If this fails, point out the aims of the census and its advantages.
- (e) Let the householder talk. Very often, such a person will be quite cooperative after he/she has had his/her say. Under no circumstances should you threaten a householder or engage in any activity which could be considered as harassment.
- (f) If the householder still refuses:
 - (i) inform the householder that the Statistics Act requires that he/she respond.
 - (ii) If the householder requests further details, section 31 of the Act may be read without comment or interpretation (see Appendix A).
 - (iii) If the householder wishes to engage you in a further discussion of the Act, you should inform him/her that you are not qualified to discuss it and that your objective is to obtain his/her willing co-operation.
- (g) If this fails:
 - (i) thank the householder for his/her time and leave;
 - (ii) determine if it is a total or partial refusal;
 - (iii) if it is a total refusal, follow the procedures on the left side of Appendix B, page 52. If it is a partial refusal, follow the procedures on the right side of Appendix B, page 52;
 - (iv) enter an explanation in Column 20 (Remarks) of your VR (e.g., "total refusal" or "partial refusal").

10. Request to Mail the Questionnaire

This is a situation where a householder wishes to mail his/her questionnaire (a direct response situation).

If you encounter this situation, follow the procedures below:

- (a) Point out that:
 - (i) the information is protected;
 - (ii) all census representatives are sworn to secrecy and are subject to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding six months, or both, if they were to divulge any information and be found guilty under section 30 of the Statistics Act (see Appendix A).
 - (iii) If this fails, point out the aims of the census and its advantages.
 - (iv) Let the householder talk. Very often, such a person will be quite co-operative after he/she has had his/her say. Under no circumstances should you threaten a respondent or engage in any activity which could be considered as harassment.
- (b) If, after you have explain the above, the householder still wants to return the questionnaire by mail; give the householder a pre-addressed mail-return envelope for the regional census office.
- (c) After leaving the dwelling create a Form 4A according to the procedures on the left side of Appendix B, page 52.

11. Temporary Resident or Visitor

A temporary resident or visitor is a person who stayed in a dwelling in your EA overnight and who has a usual place of residence elsewhere in Canada.

If you encounter a temporary resident or visitor, follow the procedures below:

- (a) If a member of the household is a temporary resident:
 - (i) include such a person only in Step 7 on page 3 of the questionnaire (Form 2D) for the

household;

- (ii) complete Questions 1 to 10 on page 1 of an Individual Census Questionnaire (Form 3), for each temporary resident;
 - (iii) enter the number of temporary residents in Column 14 of Section I of the VR.
- (b) If all members of the household are temporary residents:**
- (i) enter the dwelling type code on the front cover of the questionnaire in the "TD" box;
 - (ii) enter the complete address (including postal code) in Step 1 on the front the Form 2D;
 - (iii) mark "X" in the "Yes" circle in Step 4 on page 2 and enter the total number of temporary residents in the box provided;
 - (iv) complete Questions 1 to 10 of an Individual Census Questionnaire (Form 3) for each member of the household. Complete as much information as possible for any person who cannot be contacted;
 - (v) make the following entries in Section I of the VR:
 - Enter "0" in Column 6 (Number of Usual Residents).
 - Print "temporary residents" in Column 20 (Remarks) to explain the "0" entry in Column 6.
 - Complete Column 14 (Number of Temporary Residents).
 - Enter an "X" in the appropriate column (Column 15 or 16) under Completed households.

Note: Keep all individual census questionnaires (Forms 3) for temporary residents in the Form 3E.1 envelope (Forms 3 in Private Dwellings). Do not forget to enter the required identification on the front of the envelope (PROV, FED, EA and VN numbers).

V. FINALIZATION OF YOUR ASSIGNMENT

A. Checking of Your Completed Work

1. Make certain that your questionnaires are complete and accurate.
2. Ensure that the PROV, FED, EA, VN and HHLD numbers are entered on the front cover of each questionnaire and that these numbers agree with the corresponding entries in the VR.
3. Ensure that the type of dwelling code is entered in the 'TD' box on the front cover of each the questionnaire.
4. Examine your map carefully, particularly around the boundaries, and compare it with the addresses listed in your VR. Make sure that no streets, roads, etc., have been missed and that the household numbers have been entered when applicable.
5. Sort the Forms 2D and Forms 4A into numerical order. Check that you have a Form 2D or a Form 4A for every dwelling listed in your VR.

B. VR Entries

1. Complete the EA Summary on page 55 of the VR according to the instructions on page 54. This will give final totals for dwellings, population counts and the number of agricultural holdings.
2. Sign and date the front cover of the VR declaring that the figures are an accurate account of enumeration in your area.

Note: It is not necessary to complete the Work sheet for Completion of Pay Forms as you are paid an hourly rate.

C. Assembly and Packaging of Your Completed EA Assignment

Assemble each completed EA separately. Package your completed EA assignment and deliver it to your supervisor.

1. Unfold all questionnaires (8½" x 11" for Forms 2D).
2. Put Forms 2D and any attached Forms 4B, and any Forms 4A for occupied private dwellings in ascending order of household number from top to bottom.

3. Put all individual census questionnaires (Forms 3) for temporary residents in order by household number.
 - (a) Tear off page 1 and discard the remaining pages of each Form 3.
 - (b) Mark the PROV, FED, EA and VN numbers and the number of Forms 3 on the outside of the Form 3E.1 (Forms 3 in Private Dwellings).
 - (c) List in Column 1 on the front of the envelope the household number of each household for which there are Forms 3.
 - (d) Enter the number of Forms 3 for each household in Column 2 or Column 3 as appropriate.
 - (e) Put page 1 of the Forms 3 in the Forms 3 in Private Dwellings envelope (Form 3E.1).
4. Group and bind together in ascending order of household number all Forms 2D completed for unoccupied private dwellings.
5. Ensure that all cancelled Forms 2D are in order by household number and are placed in the Cancelled Forms envelope (Form 4E).
6. Place your EA map or township plan (if applicable) together with any additional maps or sketches which you had made, **in the pocket provided on the inside back cover of your Visitation Record.**

D. Packing of Your EA Box

Pack neatly in the following order in your EA box (from bottom to top):

1. Cancelled Forms envelope, Form 4E.
2. List of Collective Dwellings in EA, Form 7A.

Note: Return the Form 7A even if there are no collective dwellings in your EA.
3. All completed questionnaires, Forms 2D, for unoccupied private dwellings.
4. Forms 3 in Private Dwellings envelope, Form 3E.1.

5. All completed questionnaires, Forms 2D, for occupied private dwellings (including Forms 4A and 4B).
6. Visitation Record, Form 1, and map.
7. Census Identification Card, Form 12.

E. Disposal of Other Enumeration Material

Package your unused supplies and unused forms in a box or container separate from used forms.

1. Ensure that all unused forms are returned to your supervisor when you are returning your completed assignment.
2. Discard the EA stamp and the ink pad. Do not include it with any returned material as the ink tends to leak.

F. Return of Material to the Supervisor

1. When your assignment is ready to be turned in, tell your supervisor. He/she will advise you as to how and when to return your assignment.
2. If it is necessary to ship your assignment to your supervisor, contact him/her for instructions. The EA box must be taped shut and wrapped securely for shipping.

VI SUPPLEMENTARY QUESTIONNAIRE CONTENT EXPLANATIONS

This chapter is intended to be used along with the 1991 Census Guide, Form 9B. The chapter contains additional explanations and examples to assist you during enumeration.

1. Step 5 and Step 6

Living here means that the person or persons have no other usual place of residence. If persons or families stay at more than one dwelling, they should be counted at the dwelling they stay at the longest.

Include all persons who usually live in the dwelling even if they are temporarily away working, at school, or on holidays. Be sure to include:

- household members who may be away hunting, fishing, trapping or guiding;
- children away at boarding school;
- persons who usually live in the dwelling who have been away in an institution for less than six months (e.g., a hospital, nursing home, correctional centre).

When in doubt, include a person in a household unless it is likely that the person will be included in another household.

In **Step 6**, if the respondent gives you additional names:

- Add the names to the list in **Step 5**.
- Make sure that the person being interviewed is on the list.

2. Question 2, Relationship

If the respondent cannot identify the exact relationship of Person 2 or other household members to Person 1, mark the "Other" circle and print the exact response in the write-in space provided. If no exact response can be obtained, print "Unable to determine" in the write-in space.

Note: Stepchildren, adopted children and children of common-law partners are to be considered as sons and daughters. Foster children, wards and guardianship children who are not related to Person 1 by blood, marriage, adoption or common-law should be listed as lodgers.

3. Question 3, Date of Birth

If the respondent cannot provide the month, probe by asking the season and get the best estimate of month as follow:

Winter (December, January or February)
Spring (March, April or May)
Summer (June, July or August)
Fall (September, October or November)

Record the month as a number starting with:

January 01
February 02
and so on to
December 12

If the respondent does not know the year of birth, ask how old he/she is and follow the applicable instructions below:

**IF THE MONTH
OF BIRTH IS:**

THEN:

January
to
May

Subtract the age from 1991
(e.g., 1991 - 60 = 1931).

June
to
December

Subtract the age from 1990
(e.g., 1990 - 60 = 1930).

If the person was born before June 4, 1976, mark "X" in the age box below each person's name in Question 1.

Note: Personal information may be obtained from the person's health card if he/she is willing to use it.

4. Question 4, Sex

Be sure to ask this question for every member of the household. Certain names can be given to either males or females.

5. Question 5, Marital Status

If the respondent is unable to reply, probe to determine a response remembering the following:

- Legally married and not separated means a certificate from a priest, minister, judge or justice of the peace. Marriages that have been annulled are not considered to have been marriages.
- Legally married and separated means married, but the husband or wife have stopped living together and have not obtained a divorce certificate.
- Divorced means previously married but the husband and wife have stopped living together and have obtained a divorce certificate.
- Widowed means previously married but the husband or wife has since died.

If none of the above apply, mark "Never married".

6. Question 6, Common Law

Be sure that for persons in a common-law relationship you have also marked one of the answer boxes "legally married and separated", "divorced", "widowed", or "never married" according to the definitions provided above.

7. Question 8, Knowledge of Other Languages

Question 9, Home Language

Question 10, Language First Learned and Still Understood

Answers such as "Indian", "Native", "Amerindian" or "Native Language" must be more specific for example, "Cree" rather than "Indian". In such cases, probe to determine the specific language.

Also, answers using a language family, e.g., Algonquian or Athapaskan must be more specific as shown in the table below.

**IF A RESPONDENT
ANSWERS:**

THEN:

Algonquian

Probe to determine the specific language category, such as Blackfoot, Cree, Malecite, Micmac, Montagnais-Naskapi or Ojibway.

**IF A RESPONDENT
ANSWERS:**

THEN:

Athapaskan

Probe to determine the specific language, such as Carrier, Chilcotin, Chipewyan, Dogrib, Loucheux, Nahani, Slave, Tahltan or Tutchone.

For Question 10, if the person no longer understands the first language learned, identify the second language learned and still understood.

8. Question 15, Cultural Origins

If the respondent says he/she is "Indian", including "status Indian", "treaty or non-treaty Indian" "non-status Indian" or "registered Indian", mark circle 20 (North American Indian).

If the respondent gives the name of an Indian tribe, (for example, Cree, Dene, Mohawk), enter the respondent's answer in the first write-in space provided, box 23.

If the respondent gives any other answer(s) than the nine groups shown on the questionnaire, enter the answer(s) in the remaining blank write-in spaces.

Examples of other cultural groups include Norwegian, Swedish, Icelandic, Ukrainian, Italian, etc.

9. Question 16(b), Band/First Nation

For persons who are members of an Indian Band or First Nation (for example, the Musqueam Indian Band), check "Yes" and indicate which Indian Band in the box provided.

For persons whose Indian status has been regained under Bill C-31 and who are not members of an Indian Band, leave the "Indian Band or First Nation" box blank, and check "No" in the space provided.

If the person is not a member of a band or first nation, mark the "No" circle and then print "Not Applicable" in the write-in box for Band name.

10. Question 21, Same or Different House 5 Years Ago

If the respondent is unable to answer because he/she is not sure about the time period, try to calculate the person's age 5 years ago. Then use this age to try to determine where the person lived 5 years ago, when he/she was ____ years old.

11. Question 22, Place of Residence 5 Years Ago

If the respondent's municipal address has changed simply because the boundary or name of the municipality has changed, mark answer circle 03 (lived in the same city... or Indian reserve).

If the respondent has moved to a different municipality, mark answer circle 04 (lived in a different city... or Indian reserve).

You can probe by using the answer categories, i.e. five years ago:

1. did you live on this reserve/settlement? If yes, mark circle 03 (lived in same city... or Indian reserve).
2. did you live off the reserve or on a different reserve/settlement? If yes, mark circle 04 (lived in a different city... or Indian reserve).

For answer circle 04 (different city... or Indian reserve), follow the instructions below:

**IF RESPONDENT
ANSWERS THAT
HE/SHE LIVED:**

THEN:

On a different
reserve/settlement

Determine the legal name of the
reserve/settlement and the province
and enter this information in the
space provided.

Off the reserve in
a different city,
town, etc.

Determine the name of the city,
town, etc., and the province and
enter this information in the space
provided.

If necessary, read the instructions
in Question 22 (Some large cities..)

Print the name of the place and
province according to current names
and boundaries.

Street names and numbers are not
required.

12. Question 23, Number of Births

Ask this question for all women aged 15 years and over, including those who are single (never married).

Include any children born prior to a current marriage.

Stillbirth means an infant who showed no sign of life at birth.

13. Question 24, Highest Grade

If you are only able to determine the level of schooling, note that:

- kindergarten means before Grade 1.
- junior elementary means Grades 1 to 5.
- senior elementary or junior high school means Grades 6 to 8.
- secondary or senior high school means Grades 9 to 12 (9 to 13 in Ontario).

Probe to determine if the level was completed and observe the following instructions:

**LEVEL IS
COMPLETE:**

THEN:

YES

Enter the number 5 for "Junior Elementary", 8 for "Senior Elementary", 12 for "Secondary" outside Ontario and 13 for "Secondary" in Ontario.

NO (and no
specific grade)

Enter the number 3 for "Junior Elementary", 7 for "Senior Elementary", 11 for "Secondary" in the space provided next to box 10.

**14. Question 25 University, and
Question 26 Other Non-University**

Note: It is possible that some respondents may answer "yes" to Questions 25 or 26, part (a), but they may not have completed a course of studies or may have discontinued their studies before completing a course. In these cases, the number "0" should be recorded in part (b) of the question.

If, for Question 26 a respondent cannot determine whether a particular schooling experience qualifies, explain the following:

- craft courses or formal training, retraining or upgrading courses related to livelihood or to business should be included;
- also included are courses sponsored by Canada Employment and Immigration Commission or provincial or territorial ministries of labour or manpower.

Do not count courses related strictly to leisure or recreation.

15. Question 30, Hours of Work Last Week

Remember that the following count as work:

- working for a pay cheque;
- running a business, even if it's not making money;
- hunting, fishing and trapping (except as a sport);
- fixing nets, guns, etc., used to hunt, fish or trap;
- native arts and crafts made for selling or trading;
- working without pay in a family farm or business;
- working as a guide.

16. Question 33, Looking for Work in the Last Four Weeks

Remember that the following count as looking for work:

- asking friends or relatives if work is available;
- checking billboard notices in community centres or local stores for jobs;
- checking newspapers for jobs.

17. Questions 36 and 37, Kind of Business or Industry

For persons who report working for an Indian band in Question 36, try to determine in Question 37 more detail on the kind of business (for example, school, band police, band administration).

If no job is reported, refer to Question 35 to find out if the respondent last worked in 1990 or 1991.

18. Question 38(b), Place of Work

For persons who reported hunting, trapping, fishing, guiding or logging in Question 37, print "no usual place" in the space provided for street address.

Where these activities are carried out on a reserve also print the full name of the reserve in the spaces provided.

19. Questions 39 and 40, Kind of Work

If the respondent reports "Government make work project" or "labouring", try to obtain more detail as to the specific activities (for example, house construction, digging ditches, building roads, etc.).

If no job is reported, refer to Question 35 to find out if the respondent last worked in 1990 or 1991.

Note: Seasonal occupations (regular work during some season of the year) or irregular work should be reported even if no money was received (for example, hunting, guiding, craft-work).

If the respondent reports he/she did not work, try to determine if the person maintained his/her family for example by hunting, fishing, trapping, trading or farming and enter the replies in the spaces provided.

20. Question 41(a), Class of Worker

For persons who have reported hunting, trapping, fishing or guiding in Questions 37 or 39:

If the person uses equipment he/she owns or has a share in, mark "working for self" in 41(a) and determine in Question 41(b) if he/she had paid help.

21. Question 42, Legal Status of Business

Refers to the legal status of a business. An INCORPORATED BUSINESS has been formed into a legal corporation, having a legal entity. It usually has a name ending by "Inc.", "Ltd.", or "Co.". An UNINCORPORATED BUSINESS has no separate legal entity, but may be a partnership, family business or owner-operated business.

22a Question 45, Income

Income means money income received during 1990.

For each part, determine whether the respondent received any income. If so, check the "Yes" circle and enter the amount. If not, check the "No" circle. Even if the respondent had income from a source but cannot provide the amount, mark the "Yes" circle.

Do not assume that some income sources are not applicable. For example, an individual may not be working at the time of the census but might have received wages during 1990. Or, an individual might be working at the time of the census but might have received unemployment insurance benefits in the previous year.

A respondent can refer to his/her income tax return to provide answers to Question 45. Appendix C is a chart that shows how the information requested in Question 45 corresponds to the entries on the income tax return. You may use this chart when interviewing the respondent, but only when he/she requests your assistance.

22b Question 45(a), Wages and Salaries

Include tips, commissions and bonuses.

22c Question 45(b), Profits from Self-employment

Any profit, or loss, from self-employment in fishing, hunting or trapping activities should be included as, for example, profits or losses from sales of furs and hides, crafts, etc.).

22d Question 45(g), Special Assistance Programs

In addition to the various transfer payments available to all Canadians, there are also special assistance programs for the aboriginal population such as "Child-Out-of-Parental Home Allowance" or "Guardian Financial Assistance". Include in 45(g) any monetary payments to individuals from these programs whether received from federal, provincial/territorial or municipal governments or from the band or district council.

22e Question 45(h), Band Trust Funds

Income received from band trust funds should be reported in 45(h) as investment income.

23. Question H1, Person Responsible for Dwelling Payments

If a respondent reports that payments for the dwelling are made by the band council, mark answer circle 07 in the NOTE and indicate that payments are made by the band council in the "COMMENTS" section of the questionnaire.

24. Question H2(a), Band Housing, Rented or Owned

If the respondent asks for more information, read the following to him/her:

1. Band housing refers to a dwelling on land that belongs to the Band but is provided to one or more Band members. If you, or one of the household members, have a Certificate of Occupation (C.O.), or you occupy the land at the pleasure of the Band Council, you should indicate "Band Housing".
2. If you, or one of the household members, possess a Certificate of Possession (C.P.) or a Location ticket for this dwelling, or have been allotted this land by tradition or custom, you should indicate "Owned".
3. If your household is renting the dwelling, whether it is from another Band member or from the Band itself, you should indicate "Rented".

If, after you have read these instructions, the respondent thinks more than one category might apply to his/her situation, mark more than one circle, as applicable. Please write any comments given by the respondent in the "COMMENTS" section of the questionnaire.

25. Questions H6, H7 and H8, Dwelling Cost Payments

If the respondent is unable to reply, probe to determine the amount of money spent on the categories listed in H6(a), (b) and (c), H7 and H8 (a), (c) and (f).

If the respondent answers "NONE", try to determine if there are no expenses or if someone else pays for them and record this information in the "COMMENTS" section of the questionnaire.

Note: For Questions H6 and H8(c) only:

If the household has lived in a dwelling less than one year determine the payments up to the date of enumeration; then calculate the yearly payments. If payments are for six months multiply by 2, if payments are every three months multiply by 4, if

payments are every two months multiply by 6, etc.
Costs should be for the dwelling in which you are
interviewing.

Where the householder pays only part of the amount (for
example, one part is paid by the band council), enter only the
part paid by the householder.

Where more than one family occupy the same house, the full
amount paid by both families should be entered.

26. Question H8(d), Value of Dwelling

Enter the estimated value as reported by the householder (i.e.
the value that could be obtained if the dwelling were sold).

APPENDIX A

Sections of the Statistics Act Which Apply to Enumeration

- Section 5:** provides authority for the employment of enumerators (census representatives) for the census enumeration.
- Section 6:** requires every person employed under the Statistics Act to take the following Oath of Office: "I,....., do solemnly swear (or affirm) that I will faithfully and honestly fulfil my duties as an employee of Statistics Canada in conformity with the requirements of the Statistics Act, and of all rules and instructions thereunder and that I will not without due authority in that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment."
- Section 13:** requires that any person having the custody or charge of any documents or records from which information is sought for census purposes shall grant access to them to authorized Statistics Canada personnel.
- Section 16:** provides authority for the payment of enumerators (census representatives) and other persons employed in the taking of the census. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowance for expenses. The following extract from this section of the Act should be noted particularly: "Full remuneration or allowance shall not be paid to any person...for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed."
- Section 17:** requires that:
- "(a) no person, other than a person employed or deemed to be employed under this Act, and sworn under section 6, shall be permitted to examine any identifiable individual return made for the purposes of this Act; and
 - (b) no person who has been sworn under section 6 shall disclose or knowingly cause to be disclosed, by any means, any information obtained under this Act in such a manner that it is possible from any such disclosure to relate the particulars obtained from any individual return to any identifiable individual person, business or organization."

Section 30: makes it an offence for any person having taken the oath and being employed in the taking of the census to:

- (a) desert from duty or willfully make a false declaration;
- (b) obtain or seek to obtain unauthorized information;
- (c) fail to keep secret the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine of up to \$1,000, or to a prison term of up to six months, or to both fine and imprisonment.

Section 31: "Every person who, without lawful excuse,

- (a) refuses or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or pertinent thereto that has been asked of him by any person employed or deemed to be employed under this Act, or
- (b) refuses or neglects to furnish any information or to fill in to the best of his knowledge and belief any schedule or form that the person has been required to fill in, and to return the same when and as required of him pursuant to this Act, or knowingly gives false or misleading information or practises any other deception thereunder

is, for every such refusal or neglect, or false answer or deception, guilty of an offence and is liable on summary conviction to a fine not exceeding five hundred dollars or to imprisonment for a term not exceeding three months or to both."

Section 32: makes it an offence for any person to refuse or in any way obstruct access to records or documents required for the completion of a census form or schedule.

A person convicted of the above-noted offence is liable to a fine of up to \$1,000, or to prison term of up to six months, or to both fine and imprisonment.

APPENDIX B

Procedures for Missing Population Questionnaires and Partial Refusal Cases

Missing Questionnaire(s)

If you are UNABLE TO OBTAIN A QUESTIONNAIRE or if it is a TOTAL REFUSAL case or DIRECT RESPONSE case:

1. Complete a Missing Questionnaire Card, Form 4A

- (a) Enter the PROV, FED, EA, VN and Hhld numbers at the top of the form.
- (b) Mark "X" in Section A to indicate the type of questionnaire that is missing (Form 2D).
- (c) Indicate the reason for creating the Form 4A in Section B.
- (d) Enter the name and address of the householder in Section C.
- (e) Complete Section D, Parts 1 to 5. If you cannot determine the number of usual residents, mark "X" in the "Size Unknown" box in Part 1. Parts 4 or 5 may be completed by observation.

Note: Do not refer to neighbours if this is a refusal or direct response case. If you have determined the dwelling is a marginal dwelling or is under construction, renovation or conversion, enter an "X" in the "M" or "DC" box in Part 5.

(f) Complete Section G:

- (i) Enter the date and time of each visit to this household.
- (ii) Enter the action you took during each visit.
- (iii) If the case is a refusal identify who refused and the reason why, and describe how the refusal was communicated (i.e. the words used by the person who refused).
- (iv) Sign the form in the space provided.

2. Mark "X" in Column 17 (Completed households) in Section I of the VR to indicate a Form 4A has been created for this household.

3. Handling of Form 4A copies

- (a) For TOTAL REFUSAL or DIRECT RESPONSE cases only:

Incomplete Questionnaire(s) (Partial Refusal Case only)

If this is a PARTIAL REFUSAL case:

1. Complete an Incomplete Questionnaire Card, Form 4B

- (a) Enter the PROV, FED, EA, VN and Hhld numbers at the top of the form.
- (b) Mark "X" in Section A to indicate the type of questionnaire that the Form 4B will accompany (Form 2D).
- (c) Indicate Partial refusal in Section B.
- (d) Enter the name and address of the householder in Section C.
- (e) Complete Section E:
 - (i) Enter the date and time of each visit to this household.
 - (ii) Enter the action you took during each visit.
 - (iii) Identify who refused and the reason why and describe how the refusal was communicated (i.e. the words used by the person who refused).
 - (iv) Sign the form in the space provided.

2. Ensure the following minimum information is obtained and entered on the partially completed questionnaire for the household.

- (a) For each household member, complete Questions 1, 2, 4.
- (b) For the dwelling, complete Question H1.

Note: Do not refer to neighbours. Also, if you determine that the dwelling is a marginal dwelling or is under construction, renovation or conversion enter an "X" in the "M" or "DC" box on the front of the questionnaire.

3. Mark "X" in Column 18 or 19 (Completed households) in Section I of the VR to indicate a Form 4B has been created for this household.

(i) Submit the white copy of the Form 4A to your supervisor the same day.

(ii) Place the green copy in the EA box in order by household number where the questionnaire should be.

(b) For all other cases:

Insert both copies of the Form 4A in the EA box in order by household number.

Your supervisor will ask you how many Forms 4A and 4B you have created for each EA.

4. Handling the Form 4B copies

(a) Submit the white copy of the Form 4B and the partially completed Form 2D to your supervisor the same day.

(b) Place the green copy of the Form 4B in the EA box in order by household number where the questionnaire should be.

APPENDIX C

Question 45 - Supplementary Instructions

Use this appendix only when the respondent volunteers use of the Income Tax Return. Do not ask to see the return.

Census question	Line number on Income Tax Return	Procedure
45(a) Wages and Salaries	101 + 104	Add the amounts on lines 101 and 104 of the Income Tax Return. Deduct from this the allowances shown in boxes 30 to 40 of the T4 slip and enter against Q.45(a).
45(b) Profit or loss from non-farm self-employment activities in 1990	135+137+139+ 143	Add the amounts on lines 135, 137, 139 and 143 of the Income Tax Return and enter against Q.45(b).
45(c) Net farm self-employment income	141	Add supplementary payments received from federal and provincial governments to the amount on line 141 of the Income Tax Return and enter against Q.45(c).
45(d) Old Age Security Pension Guaranteed Allowance Income Supplement	113	Add Guaranteed Income Supplement or Spouses received to the amount on line 113 of the Income Tax Return and enter against Q.45(d).
45(e) Benefits from Canada or Quebec Pension Plan	114	Enter the amount on line 114 of the Income Tax Return against Q.45(e).
45(f) Benefits from unemployment insurance	119	Enter the amount on line 119 of the Income Tax Return against Q.45(f).

- | | | |
|---|---|--|
| <p>45(g) Other income from government sources</p> | <p>-</p> | <p>The Income Tax Return does not include all sources of government transfers. Any amount received from federal, provincial or municipal governments and not reported in Q.45(d) to (f) should be entered against Q.45(g) (e.g., workers' compensation benefits, welfare payments, refundable federal and provincial tax credits).</p> |
| <p>45(h) Dividends and interest on bonds, deposits and saving certificates, and other investment income</p> | <p>120*
(see procedure)
121+126</p> | <p>* Instead of the taxable amount on line 120 of the Income Tax Return, add the actual dividends received to the amounts on lines 121 and 126 and enter against Q.45(h).</p> |
| <p>45(i) Retirement pensions, superannuation and annuities</p> | <p>115+129</p> | <p>Add the amounts on lines 115 and 129 of the Income Tax Return and enter the sum against Q.45(i).</p> |
| <p>45(j) Other money income</p> | <p>128+130</p> | <p>Add the amounts on lines 128 and 130 of the Income Tax Return. To this sum add any other income not included elsewhere and enter the total against Q.45(j).</p> |

APPENDIX D

Collective Dwelling Reference Sheet

Code

10	-	Hotels, Motels and Tourist Homes
11	-	Lodging and rooming houses
12	-	School residences and Residences for Training Centres
13	-	YM/YWCA's, Missions, Hostels
14	-	Campgrounds and Parks
20	-	Work Camps
30	-	Religious Institutions
40	-	Children's Group Homes (Orphanages)
50	-	Chronic Care Hospitals
51	-	Nursing Homes
52	-	Residence for Senior Citizens
60	-	Hospitals
61	-	Psychiatric Institutions
62	-	Treatment Centres and Institutions for the Physically Handicapped
70	-	Hutterite Colonies
80	-	Correctional and Penal Institutions
81	-	Young Offenders Facilities
82	-	Jails
90	-	Military Camps (barracks only)
00	-	Other (None of the above)

Note: Private dwellings (separate apartments or living quarters) in collective dwellings are to be listed in Section I of the VR for the EA. Also you are to enumerate these dwellings the same as other private dwellings in the community (the regular procedures).

APPENDIX E

QUALITY CHECKS (BEFORE LEAVING COMMUNITY)

- | | | |
|------------------|--|-----|
| A. EA Map | Dwellings plotted with reference points if necessary | () |
| | All road, streets, etc., marked in | () |
| | All dwellings numbered with household numbers (Column 2 of the VR) | () |
| | Copy(ies) of the EA map | () |
| | All maps and copies placed in the pocket at the back of the VR | () |
| | Check with your local community contact to ask if the dwelling count looks correct. If not ask for help to identify missed dwellings | () |
| B. VR | One VR for each listing assignment or EA | () |
| | Cover page(s) completed and signed | () |
| | Columns 2-20 completed for Section I of the VR or an explanation for any deletions | () |
| | Columns 1 to 7 completed for any unoccupied private dwellings listed in Section II of the VR | () |
| | Columns 1 to 15 completed for any collective dwellings listed in Section III of the VR | () |

- C. **Occupied
Private
Dwellings**
- Form 2D completed for the household ()
- A valid explanation in the "Comments" section of the Form 2D for any question where it was not possible to obtain a response ()
- A Form 4A for any dwelling when it was not possible to obtain a questionnaire Form 2D ()
- A Form 4B for any instance where a respondent refused to give some of the information on the Form 2D ()
- A Form 3 (Questions 1 to 10) completed for each temporary resident identified in Steps 4 or 7 of the Form 2D. Form 3 placed in Forms 3 in Private Dwellings envelope ()
- Entries complete on Forms 3 in Private Dwellings envelope ()
- Forms 2D/4B and 4A organized by household number ()
- D. **Unoccupied
Private
Dwellings**
- Cover page completed for each unoccupied dwelling listed in Section II of the VR (i.e. ID entries, TD box, UD box, address) ()

- E. Collective Dwellings**
- Form 3E.2 created to represent the collective dwelling (as per Collective Instructions) ()
- Forms 1A completed (columns 1 to 10). ()
For collective codes 40, 50, 51, 52, 60, 61, 62, 80, 81 and 82, Columns 11 to 14) should be completed for temporary residents. Forms 1A placed in Collective Dwelling envelope (Form 3E.2)
- Forms 3 (page 1), Questions 1 to 10 for each temporary resident (codes 10 to 30), and placed in the Collective Dwelling envelope ()
- Forms 3 (all questions) or Questions 1 to 6 of a Form 2D for each usual resident. Forms 3 and 2D placed in the Collective Dwelling envelope ()
- Entries completed on Collective Dwelling envelope ()
- Form 7A, list of Collective Dwellings in EA, returned ()
- F. Assembly and Packaging Assignment**
- Questionnaires, Forms 2D inserted in the EA box unfolded (8½" x 11") ()
- Completed Forms 2D and any attached Forms 4B, and any Form(s) 4A for occupied private dwellings in order of household number from top to bottom ()
- Forms 2D for unoccupied private dwellings in order of household number ()
- Forms 3E.2 for any collective dwellings in order by household number ()



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Any cancelled Forms 2D in order ()
by household number and placed in
the Cancelled Forms envelope
(Form 4E)

Individual census questionnaires ()
(Forms 3) for temporary residents
in private dwellings in order by
household number and placed in
the Forms 3 in Private Dwellings
Envelope (Form 3E.1)

Any cancelled Forms 3 for usual ()
residents in private dwellings
in order by household number and
placed in the Forms 3 in Private
Dwellings Envelope (Form 3E.1)

**G. Packaging
of the EA
box order**

Cancelled Forms envelope, Form 4E ()

Completed Forms 6 (including ()
Forms 4A and 4B)

List of Collective Dwellings in ()
EA, Form 7A. Return even if no
collective dwellings

Forms 3E.2 containing completed ()
questionnaires (Forms 1A, 2D and
3) for collective dwellings

Completed questionnaires Forms 2D ()
for unoccupied private dwellings

Forms 3 in Private Dwellings ()
envelope (Form 3E.1)

Completed questionnaires Forms 2D, ()
for occupied private dwellings
including Forms 4A and 4B

Visitation Record, Form 1, and map ()

QUICK REFERENCE SUMMARY

1. Introduce yourself as the Census Representative and show your identification card.
2. Explain the purpose of your visit.
3. List the dwelling in Section I of the Visitation Record. Complete columns 1 to 9.
4. Complete the identification entries on the front of the Form 2D questionnaire.
5. Determine and enter in the "TD" box on the front of the questionnaire the dwelling type code.
6. Enter the address and telephone number in Step 1.
7. Complete Steps 2 to 9.
8. Make the necessary changes to the questionnaire, if the household contains more than six members.
9. Complete the questionnaire by interview.
10. Follow this order when completing the questionnaire:

Question Order:

- | | | |
|----------|---|---|
| 1 | - | Enter Person 1. Then list all other usual residents of the household in the same order as Step 5. Do not include any visitors in Q.1. |
| <hr/> | | |
| 2 - 45 | - | Complete for each usual member of the household. |
| | - | Stop at Q.19 if the person is less than 15 years old. |
| <hr/> | | |
| H1 to H8 | - | Ask the person giving the information for the household. |
-

Note: If there is more than one questionnaire for a household, Step 11 need only be completed on the first questionnaire.

11. Check the questionnaire before you leave the dwelling and complete the VR entries.
12. Add any new collective dwellings you find to the Form 7A. Refer to Appendix D and the collective dwelling procedures.

CENSUS REPRESENTATIVE'S SECURITY LIST

DO:

Wear your identification card whenever you are performing census duties.

Keep completed questionnaires separate from blank questionnaires.

Lock completed questionnaires or other census material in your car trunk, or if not possible out of view, while conducting enumeration. Never leave census documents in your car overnight or when it is not being used for census purposes.

Store questionnaires in a secure place at home, preferably under lock and key.

Report any suspected or actual security violations to your supervisor.

Double-wrap any census material you ship to your Supervisor.

Report the loss or theft of any census documents to your supervisor immediately.

DO NOT:

Share information about respondents with anyone other than census employees who are sworn to confidentiality and have a need to know.

Leave your census bag containing completed questionnaires unattended.

Discuss information about an individual unless you are speaking directly with that person.

Allow anyone including members of your family, access to completed questionnaires or other census material.

Edit questionnaires in front of non-census employees.

Discuss confidential matters in public places.